



UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134-10601

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MARINE CORPS BASE BULLETIN 11101

From: Commander  
To: Distribution

Subj: MARINE CORPS BASE, QUANTICO (MCBQ) SPRING CLEAN-UP

Ref: (a) MCBO P11000.1A  
(b) MCBO 11104.1B  
(c) Family Housing Handbook (NOTAL)

Encl: (1) MCBQ Spring Clean-up Personnel Support Requirements  
(2) Priority of Effort for the Spring Clean-up Team

1. Purpose. To provide guidance and instructions to MCBQ Area Commanders, Area Coordinators, Marine Corps Combat Development Command (MCCDC) organizations, tenant activities, and family housing occupants for the conduct of the annual MCBQ Spring Clean-up.

2. Background. In accordance with references (a) and (b), an annual MCBQ-wide clean-up is conducted in the spring. The purpose of the clean-up is to reestablish the professional appearance of the MCBQ after the winter months during which trash and debris tend to accumulate, particularly in the common areas, ranges, training areas and along the MCBQ perimeter. The clean-up is an ideal time to dispose of unwanted items that clutter work and living areas. The MCBQ Spring Clean-up is timed to occur prior to the major events and visits hosted aboard MCBQ beginning in the late spring. This will be the kick-off event for a year long program that will be implemented and monitored by the Assistant Chief of Staff (AC/S), G-4, Logistics Division.

3. Information

a. Concept of Operations. The 2011 MCBQ Spring Clean-up, involving every organization and family aboard the MCBQ to some extent, will occur 19-22 April 2011. A focused effort to address the common areas and the internal road ways of the MCBQ will be conducted on Tuesday and Wednesday, 19 and 20 April 2011. The focus will switch to an Earth Day event on Thursday and Friday, 21 and 22 April 2011. During these 2 days the

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AC/S G-5, Natural Resources and Environmental Affairs (NREA) Branch, in concert with Marine Corps Systems Command (MARCORSYSCOM), Quantico Fire and Emergency Services, and Marine Corps Community Services will conduct a clean-up of MCBQ's shoreline along the Potomac River and associated tributaries.

b. References (a) and (b), assign geographic areas of responsibility to MCBQ Area Commanders and Area Coordinators and outline specified tasks for conducting the Spring Clean-up. Reference (c) delineates family housing occupant responsibilities during the Spring Clean-up.

c. MCBQ Area Commanders, Area Coordinators, and family housing occupants are responsible for maintaining a high state of police of their respective areas. Police, as defined in this Bulletin, includes cleaning of storm drains, street gutters and removal of all branches, trash, and debris.

d. Enclosure (1) identifies the military personnel required to support the event.

e. Enclosure (2) outlines the priority of effort to be utilized to employ the working party during the evolution.

f. Inclement Weather Plan. Should inclement weather preclude execution of this event, the alternate dates will be 26-29 April 2011.

g. Safety. The safety of all personnel participating in the MCBQ Spring Clean-up is important and must be planned for and supervised. A safety brief will be conducted on a daily basis by either the Spring Clean-Up SNCOIC or the NREA Operations Officer for the last 2 days.

#### 4. Action

a. AC/S G-4 (MCBQ Spring Clean-up Coordinator).

(1) Develop an overall plan for the conduct of the 2011 MCBQ Spring Clean-up.

(2) Convene a confirmation brief on Wednesday, 13 April 2011, to be attended by representatives from all organizations tasked in this Bulletin to supervise execution of/provide support to the MCBQ Spring Clean-up.

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(3) Provide overall direction, guidance and instructions to all concerned for the safe and successful conduct of the MCBQ Spring Clean-up.

(4) Provide five buses to transport the 106 person police detail during event.

(5) Provide vehicles with drivers to haul large and heavy type items and furniture during the event.

(6) Provide one vehicle with driver to haul trash and debris to dumpsters during the event.

(7) Provide a dedicated vehicle for medical emergencies.

(8) Coordinate the disposal of all furniture and large items with Property Control Office point of contact.

(9) Provide two water coolers/jugs with ice water per vehicle throughout the event.

(10) Coordinate with Food Services no later than 4 April 2011 for the delivery of box lunches and cold vat support to the police detail for the entire week.

(11) Provide dedicated road master support to the police detail on 18, 19 and 20 April 2011.

(12) Coordinate the work of the police detail to clean-up common areas and the internal areas on 18, 19 and 20 April 2011.

(13) Conduct a tour of the MCBQ with the Spring Clean-up SNCOIC at 0800 on Friday, 13 April 2011 to ensure the areas of responsibility and the Commander's intent are understood.

(14) Provide trash bags, work gloves, hip waders and required miscellaneous items for the police detail.

(15) Provide additional transportation support to the Area Commanders and Area Coordinators, as required, to remove trash and debris.

(16) Have appropriate representatives attend the Spring Clean-up confirmation brief on 13 April 2011.

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b. AC/S G-1

(1) Coordinate sourcing 106 Marines and Sailors from the organizations identified in enclosure (1) for the event. Advise organizations sourcing personnel for the detail of the following:

(a) Date, time and location for the police detail muster;

(b) Personnel assigned to the police detail should bring with them their reflective safety belts, hydration systems, canteens and/or water bottles for hydration purposes.

(c) The Non-Commissioned Officers (NCOs) are intended to serve as troop handlers for the police detail. They are to report to the MCBQ Spring Clean-up Staff Non-Commissioned Officer-in-Charge (SNCOIC) at the quarterdeck of Lejeune Hall (Bldg 3250) at 0800 on Friday, 15 April 2011, in order to conduct a driving tour of their respective routes of police; this tour of the area is expected to take 4 hours.

(2) Provide a by-name roster of the Marines assigned to the police detail (indicate those on Comrats and provide meal card information for those not on Comrats) to the AC/S, G-4 no later than Friday, 8 April 2011.

(3) Publish the MCBQ Spring Clean-up Bulletin on the MCBQ website.

(4) Have a representative attend the Spring Clean-up confirmation brief on 13 April 2011.

c. AC/S, G-3.

(1) Publish the event in the MCBQ Master Events Schedule.

(2) Have appropriate representatives attend the Spring Clean-up confirmation brief on 13 April 2011.

d. AC/S, G-5

(1) Coordinate disposal of bulk metal and paper recyclable materials (e.g., large scrap aluminum and all types of large cardboard) with the Navy Recycling point of contact.

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(2) Coordinate with the Public Private Venture (PPV) Lincoln Property Company point of contact regarding the collection of high volume trash.

(3) Coordinate with the PPV Property Company to develop, publish and execute a plan for the Spring Clean-up of the respective neighborhoods the week of 18-22 April 2011, to coincide with the annual MCBQ-wide Spring Clean-up.

(4) Ensure that all areas, to include playgrounds, parking lots, and tree lines, are policed thoroughly. Place particular emphasis on trash, fallen limbs, debris, litter removal and improving the general appearance of the area. Family housing residents should pickup and remove debris approximately 15 yards into the wood-line behind their quarters.

(5) Coordinate disposal of bulk metal and paper recyclable materials (e.g., large scrap aluminum and all types of large cardboard) with the G-5 Facilities Support Contracting Office point of contact.

(6) Coordinate with PPV Lincoln Property Company point of contact regarding the placement and usage of dumpsters for trash, litter, leaves, branches and shrub clippings at curbside. Ensure that filled trash bags are placed curbside in a neat and secure manner.

(7) Provide Fish, Wildlife, and Agronomy cleanup guidance for days 4 and 5 in the Priority of Efforts.

(8) Provide SYSCOM cleanup guidance for days 4 and 5 in the Priority of Efforts.

(9) NLT 15 April 2011, place three dumpsters (two for debris and one for batteries) and one recycling receptacle in the parking lot adjacent to Barnett Field.

(10) Have appropriate representatives attend the Spring Clean-up confirmation brief on 13 April 2011.

e. AC/S, G-6

(1) Provide twelve hand-held communication assets with extra batteries for the event.

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(2) Conduct training on the use of the communication assets at the police detail muster point at 0800, on 15 April 2011.

(3) Have a representative attend the Spring Clean-up confirmation brief on 13 April 2011.

f. Public Affairs Officer

(1) Provide appropriate pre and post event coverage of the 2011 MCBQ Spring Clean-up in the Quantico Sentry.

(2) Have a representative attend the Spring Clean-up confirmation brief on 13 April 2011.

g. Commanding Officer (CO), Security Battalion

(1) Provide military police support as necessary on the interior roads for the safety of the MCBQ Spring Clean-up crews working in those areas. Provide emergency support, as required.

(2) Have a representative attend the Spring Clean-up confirmation brief on 13 April 2011.

h. CO, Headquarters and Service Battalion. Provide one Staff Non-Commissioned Officer (SNCO) to serve as the 2011 Spring Clean-up SNCOIC. The SNCOIC will be available for the driving tour of the area, will supervise the overall conduct of the police detail and also ensure the safety of all Marines during the evolution.

i. Commanders, OICs and Building Managers

(1) Internally coordinate and conduct an aggressive clean-up of assigned areas (as identified in reference (b)) from 18-22 April 2011. It is recommended that this clean-up includes trimming of bushes and trees around buildings, edging of grass along the sidewalks, curbs, cracks in parking lots, removal of weeds along buildings, raking of leaves, and grass cutting along buildings. Police all visible areas into wood lines.

(2) Submit work requests to the Facilities and Logistics Services Section for signs that need to be repainted or repaired.

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(3) Place debris and trash collected in the two roll-off dumpsters that will be staged in the parking lot across from Barracks 2001. These dumpsters are to be utilized only for disposal of debris and trash. Under no circumstances should scrap metal, wood, cardboard boxes, furniture or hazardous material be placed in the roll-off dumpster.

(a) Coordinate disposal of bulk metal and paper recyclable materials (e.g., large scrap aluminum and all types of large cardboard) with the G-5 Facilities Support Contracting Office point of contact.

(b) Coordinate disposal of hazardous materials (e.g., paints, solvents, car batteries, etc.) with the Solid and Hazardous Waste Program Manager, Environmental Compliance Section. The Solid and Hazardous Waste Program Manager can assist in determining whether a particular item is classified as hazardous material requiring special handling for disposal.

(4) Have a representative attend the Spring Clean-up confirmation brief on 13 April 2011.

j. Quantico Fire and Emergency Services

(1) Provide at least 1 vessel and appropriate, emergency personnel capable of operating on the Potomac River for 21 Apr 2011 of the 2011 MCBQ Spring Clean-up.

(2) Act as on-scene commander for shoreline cleanup operations.

(3) Have a representative attend the Spring Clean-up confirmation brief on 13 April 2011.

k. Marine Corps Community Services (MCCS):

(1) Provide one 20'x 30' tent at Barnett Field to support the picnic on Friday, 22 April 2011.

(2) Provide enough food and beverages with the associated utensils to support 150 people. Be prepared to start serving chow at 1300.

(3) Have a representative attend the Spring Clean-up confirmation brief on 13 April 2011.

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## 5. Coordinating Instructions

a. Spring Clean-up Confirmation Brief. The 2011 Spring Clean-up confirmation brief will be held in the Lejeune Hall conference room at 1330 on Wednesday, 13 April 2011. The purpose of this meeting is to review preparations for the MCBQ Spring Clean-up and address remaining issues requiring staff coordination. Attendees should come prepared to brief their respective supporting plans/arrangements.

### b. Police Detail

(1) Personnel comprising the police detail are to muster at the overflow parking lot behind Lejeune Hall (Bldg 3250) at 0800, on Monday - Wednesday, 18-20 April 2011. On 21 and 22 April, the detail will muster at 0800 at the Raids and Recon Compound (Bldg 3230).

(2) The NCOs will serve as troop handlers for the police detail. They are to report to the Spring Clean-up SNCOIC in Lejeune Hall (Bldg 3250) at 0800 on Friday, 15 April 2011, in order to conduct a driving tour of their respective routes of police, to discuss the overall scheme of maneuver for the event and the commander's intent and to receive training from the AC/S G-6 on the use and trouble shooting of the hand-held radios they will be employing in support of the event. This tour and discussion is expected to take 4 hours.

c. Uniform. The uniform for the 2011 MCBQ Spring Clean-up will be the Desert MARPAT utilities, reflective safety belts, camelbaks/canteens and/or water bottles for hydration purposes and Gortex parka if desired.

### d. Vehicles

(1) All vehicles in support of the Spring Clean-up are to report to the overflow parking lot located behind Lejeune Hall at 0745 throughout the evolution.

(2) All vehicles used in transporting the working party will maintain two water jugs to be used for hydration purposes for the Marines. Replenishment of water will be conducted at MH2000 (Bruce Hall).

/s/

D. J. CHOIKE

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**MCBQ Spring Clean-up Personnel Support Requirements**

1. A police detail of military personnel is required to conduct the 2011 Spring Clean-up event being conducted on 18-22 April 2011. One Hundred and six Marines/Sailors are required for this evolution.

2. Personnel support requirements for the Spring Clean-up police detail are as follows:

	<u>GRADE</u>	<u>QUOTA</u>
CG, TECOM	NCO	1
	LCpl & below	18
CO, HqSvcBn	SNCO	1
	NCO	2
	LCpl & below	49
CO, Sec Bn	NCO	1
	LCpl & below	11
CO, MCESG	NCO	1
	LCpl & below	17
CO, NHCQ	Petty Officer	0
	E-3 & below	5
		<u>106</u>

ENCLOSURE (1)

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**Priority of Effort for the Spring Clean-up**

1. Day One - 18 April 2011. Main Supply Routes (MSR) will be the priority of effort for day one. The Spring Clean-up SNOIC will divide the working police detail into teams as to accomplish the task within the prescribed amount of time. MSRs to be completed are as follows:

- a. Intersection of Fuller Road and Route 1.
- b. Intersection of Russell Road and Route 1.
- c. Fuller Road from the intersection of Fuller and Route 1 to Barnett Road.
- d. Russell Road from the intersection of Russell and Route 1 to Barnett Road.
- e. Purvis Road from Russell Road to Fuller Road.

2. Day Two - 19 April 2011. The areas surrounding the buildings and all streets located between the intersection of Fuller and Little Road and Russell Road and Catlin Avenue will be the priority of effort for day Two. The Spring Clean-up SNOIC will utilize references (a) and (b) to ensure that all buildings and streets are policed.

3. Day Three - 20 April 2011. In conjunction with the private organization volunteers and the families living in family housing aboard MCBQ, PPV Lincoln Property Company and the working party will conduct a thorough police of all housing areas. The Spring Clean-up SNOIC will utilize the references (a) and (b) to ensure that all buildings and streets are policed.

4. Day Four - 21 April 2011. In conjunction with Natural Resources and Environmental Affairs (NREA) and the Amphibious Raids and Recon (R&R) department of Marine Corps Systems Command, the working party will conduct a thorough police of the MCBQ shoreline along the Potomac River. The R&R compound will serve as the center of operations. R&R will be responsible for the safety of, and make all command decisions concerning, any personnel transported on their vessels. R&R personnel will transport the working party to and from various points along the

ENCLOSURE (2)

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shoreline using R&R watercraft. NREA personnel and equipment will be used to haul all trash amassed by the working party. Quantico Fire and Emergency Services personnel and watercraft will be used to provide on-water safety observers and emergency services, and act as on-scene commander for emergencies. All shoreline trash will be collected at the R&R compound.

5. Day Five - 22 April 2011. With NREA guidance, the working party will separate collected trash into waste and recyclables for removal at the R&R compound. Following the trash separation, a cookout will be provided for the police detail+ and assisting agencies, with support from Marine Corps Community Services.

ENCLOSURE (2)